## A - USER EXTRACT

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## Introduction

The User Extract subsystem enables you to generate customized reports for user-defined criteria. After you identify the kind of information you want, you can select from files ranging from approved Ambulatory Surgical Centers (ASC) to Radiology to Special Interest procedures.

**Cautionary Note:**   Because you are responsible for defining the criteria that creates the report, you should have a significant knowledge of and experience with Part B data, which is critical to effectively use the User Extract subsystem. In addition, the User Extract subsystem provides you with a great deal of flexibility. Subsequently, some programming knowledge is beneficial.

### Use of the Function Keys in the User Extract Subsystem

This subsystem is the only one that uses the `F6` function key, which is used to rebuild a file.

### Helpful Hint

•       Prepare a layout of how you want your User Extract report to look when the system generates it. This enables you to determine which data elements will appear in the Rows and Columns.

## Descriptions of the User Extract Files

This section provides detailed descriptions of each of the User Extract files. Refer to the "User Extract Matrix" (which follows these descriptions) for levels of summary data elements.

### 1.  Special Interest Procedures

This file uses data from the Physician/Supplier Procedure Summary (PSPS) File to provide information based on user-selected procedure code criteria that are of special interest to BESS users. Refer to the "Creating a Special Interest File" section.

## 2.  Radiology Procedures

This file uses data from the PSPS File to provide summary information on all radiology procedures from the range R0000 through R9999 and 70000 through 79999.

## 3.  Errant Procedure Records

This file uses data from the PSPS File, where the error indicator is present, to provide summary information on all errant records identified during the BESS front-end edits.  Type of error can be defined by the error indicator (data element ERRIND) shown below.  These records are excluded from other User Extract files.

M = Numeric fields in error
C = Indicator fields in error
B = Both

## 4.  Service Assignment

This file uses data from the PSPS File to provide analysis information on each physician/supplier specialty, type of service, and assignment indicator.

## 5.  Specialty Summary

This file uses data from the PSPS File to provide analysis information for all physician/supplier specialties.

## 6.  Anesthesia Procedures

This file uses data from the PSPS File to provide detailed analysis information for procedures with a type of service 7 (Anesthesia).

## 7.  National Procedure Summary

This file uses data from the PSPS File to provide *national* summaries by procedure code and Miles/Times/Units/Service (MTUS) indicator.

**7a.  Carrier Procedure Summary**

This file uses data from the PSPS File to provide *carrier* summaries by procedure code and MTUS indicator.

**8.  Procedure/Modifier Summary**

This file uses data from the PSPS File to provide national summaries by procedure/modifier.

**9.  Clinical Laboratory Procedures**

This file uses data from the PSPS File to provide detailed analysis information on laboratory procedures.

**10.  Durable Medical Equipment (DME) Prosthetic, Orthotics and Supplies (POS) Procedures**

This file uses data from the DME/POS categories to provide detailed analysis information on DME-based procedures that can be viewed or listed.

**11.  Carrier/Locality Summary**

This file uses data from the PSPS File to provide summary information on carrier expenses at the locality level for each procedure.

**12.  Local Carrier Procedures**

This file uses data from the PSPS File to provide summary information on all local procedures that begin with **W**, **X**, **Y**, or **Z** used by the carrier during the year.  Local codes are unique to the carrier using them.  The same code may be used by different carriers but the code will have different definitions.

**13.  Approved Ambulatory Surgical Centers (ASC) Procedures**

This file uses data from the PSPS File to provide detailed analysis information on procedures approved for ASC use. This file contains data in all places of service for these ASC-approved procedures.

## User Extract Matrix

This matrix identifies the data elements for each of the files in the User Extract subsystem.

| USER FILE | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 7a | 8 | 9 | 10 | 11 | 12 | 13 |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| **Summarized By** | | | | | | | | | | | | | | |
| PROCCD | X | X | X | | | X | X | X | X | X | X | X | X | X |
| MOD1 | X | X | X | | | X | | | X | X | X | | X | X |
| SPECCODE | X | X | X | X | X | X | | | | X | X | | X | X |
| CARRIER | X | X | X | X | X | X | | X | | X | X | X | X | X |
| LOCALITY | X | X | X | | | X | | | | X | X | X | X | X |
| TYPESRV | X | X | X | X | X | X | | | | X | X | | X | X |
| PLACESRV | X | X | X | | X | X | | | | X | X | | X | X |
| MOD2 | X | X | X | | | X | | | | X | X | | X | X |
| REGION | X | X | X | | | X | | X | | X | X | X | X | X |
| ASGNIND | | | | X | | | | | | | | | | |
| ASCIND | | X | X | | | | | | | | | | | X |
| YEAR | | | X | X | X | | X | X | X | | X | | X | |
| MTUIND | X | X | X | | | X | X | X | | X | X | | X | X |
| ERRORIND | | | X | | | | | | | | | | | |
| BETOS | | | | | | | | | X | | | | | |
| **Summary Data** | | | | | | | | | | | | | | |
| TOTALSRV | X | X | X | X | X | X | X | X | X | X | X | X | X | X |
| MTUS | X | X | X | | | X | X | X | | X | X | | X | X |
| SBMTCHRG | X | X | X | X | X | X | X | X | X | X | X | X | X | X |
| NSBMTCHG | | | | X | | | | | | | | | | |
| ALOWCHRG | X | X | X | X | X | X | X | X | X | X | X | X | X | X |
| ALOWSRV | X | X | X | X | X | X | X | X | X | X | X | X | X | X |
| PAYMTAMT (Reimbursement) | X | | X | X | X | X | X | X | X | X | X | X | X | X |
| DENSRV | X | X | X | X | X | X | X | X | X | X | X | X | X | X |
| DENAMT | X | X | X | X | X | X | X | X | X | X | X | X | | X |
| ASGNSRV | X | | X | | X | X | X | X | | X | X | | X | X |

**Using the User Extract Subsystem to Generate Reports**

By using the detailed information incorporated in the following sections, you will be able to perform the User Extract Subsystem tasks listed below.

•        <u>Generate</u> a report using one of the files 2 through 13.  This user's guide provides instructions for producing a report using the <u>Carrier Procedure Summary File</u> (File 7a) as an example.  The guide does not provide information for every file in the subsystem.

•        <u>Create</u> a Special Interest File (File 1) and <u>generate</u> a report based on the Special Interest file.

```
-----------------------------B E S S---------------------------------------
OPTION ===> 1


                    ************************************
                    *       PRIMARY OPTION MENU        *
                    ************************************


              Enables you to access the Part B Subsystems and several Options

   1  PHYSICIAN/SUPPLIER DATA            - Part B Carrier Data
   2  HCPCS SYSTEM                       - HealthcareCommon Procedure Coding System
   3  FOCUSED MEDICAL REVIEW            - Carrier Performance Monitoring
   4  PART B CARRIERS                   - Names, Numbers and Locality Designations
   5  DIAGNOSES SUMMARIES               - Diagnoses Statistics
   6  BESS GLOSSARY                     - BESS Data Element Definitions
   7  PERSONNEL DIRECTORY               - Names, Numbers of BESS Personnel
   8  SYSTEM INFO                       - Program Function Key Usage
   9  SAME DAY BILLING (5%)             - Physician Billing Patterns (5% Sample)
   L  LIMITATIONS                       - Limitations panel
   T  TUTORIAL                          - Help with using BESS
   X  EXIT                              - End

    F1 : Help              F3 : Exit
```

**Using the Primary Option Menu Screen**


**OPTION =➜**  Specifies the option you want to access.

To access the User Extract subsystem, use the Physician/Supplier Data option.

Type *1*
Press ⌨Enter⌨


and the system displays the *Physician/Supplier Data Primary Option Menu Screen* with the
cursor positioned at the **OPTION =➜** prompt.

```
                       ----------------------------B E S S----------------------------------
   OPTION =➔

                              ******************************
                           *   PHYSICIAN/SUPPLIER DATA   *
                           *     PRIMARY OPTION MENU      *
                              ******************************


                       ENABLES YOU TO ACCESS 4 PRIMARY SUBSYSTEMS

       1  User Extract                     - Retrieval of user-defined Part B data
       2  Physician Fee Schedule           - Access to MFSDB Payment Amounts
       3  Procedure Summary                - Access to master file
       4  Descriptive Statistics           - Data book of statistics
       T  Tutorial                         - Help with using BESS
       X  Exit                             - End

   F1 : Help                 F3 : Exit
```

**Using the Physician/Supplier Data Primary Option Menu Screen**


**OPTION =➔**  Specifies the primary subsystem you want to access.

To access the User Extract subsystem,

Type *1*
Press Enter

and the system displays the *User Extract Subsystem Menu Screen*.

**Generating a Report from the User Extract Subsystem, Files 2 – 13**

This section provides you with detailed procedures that enable you to generate a customized report. On the following pages, the user's guide supplies an example to guide you through the basic operation of the system.  As you review the example in this section, you may find it helpful to refer to Attachment A, which provides a hard copy of the report generated by the example.

The first step requires that you identify the kind of information you want the system to use to produce your report.  In this section, the user's guide provides you with a request for the following information:

• **A determination of the total allowed charges and total allowed services for new patient office visits for all carriers in 2001.**

The request is further refined and detailed in the list below:

- Procedure code 99201 (office/outpatient visit new),
- All carriers, and
- 2001 as the year.

```
-----------------------------B E S S---------------------------------------
OPTION =➔ 1


                    *******************************
                    *   USER EXTRACT SUBSYSTEM   *
                    *******************************

 OPTIONS: (PLEASE READ THE HELP SCREEN)

 1 -  2001-2003 MULTI-YEAR USER EXTRACT SYSTEM
 2 -  2004    QUARTER-TO-DATE USER EXTRACT SYSTEM

 3 -  SPECIAL INTEREST FILE CREATION (1991-2003)
        ** Years 1991-2000 can be used under option 1 above after the file has been created.
 4 -  SPECIAL INTEREST FILE INFORMATION
 5 -  SPECIAL INTEREST FILE RECORD LAYOUT



F1 : Help                F3 : Exit
```

**Using the User Extract Subsystem Menu Screen**

**OPTION =➔**  Specifies the option you want to access.

Type the number that identifies the year that corresponds to your request.

The example uses 2001.

Type *1*
Press `Enter`

and the system displays the *File Selection Menu* Screen with the cursor positioned at the
**Select Option =➔** prompt.

**Note**:   User Extract contains data for the current year plus three previous years.  This screen
will change as future data is added to the system.

```
                          BESS User Extract – 1999 through 2002

                                FILE SELECTION MENU

  1.  Special Interest Procedures File          9.  Clinical Laboratory
  2.  Radiology Procedures File                     Procedures File
  3.  Errant Procedure Records File
  4.  Service Assignment File                   10. DME /POS Procedures File
  5.  Specialty Summary File                    11. Carrier/Locality Summary File
  6.  Anesthesia Procedures File                12. Local Carrier Procedures File
  7.  National Procedure Summary File           13. Approved Ambulatory Surgical
  7a. Carrier Procedure Summary File                Center Procedures File
  8.  Procedure/Modifier Summary File



  Select Option ➔ 7a       F1 : Help         F3 : Exit
```

**Using the File Selection Menu Screen**

This screen enables you to specify the file that you want the system to use to generate your report.

> **Select Option =➔**  Specifies the option you want the system to access.
>
> Type the number or the number/letter, e.g., 7a.
>
> The example uses *7a Carrier Procedure Summary* as the file option.
>
> Type *7a*
> Press Enter
>
> and the system displays the *Selection Criteria Screen* with the cursor positioned at the **PROCEDURE CODE** field.
>
> **Note:**  Based on the file you select, the system displays data element lists at different levels of summary.  Refer to the "User Extract Matrix" to verify applicable data elements for each file.

```
                          Selection Criteria Screen

. PROCEDURE CODE                    . ALLOWED CHRGS
. REGION                            . DENIED SERVICES
. CARRIER                           . DENIED AMT
. TOTAL SERVICES                    . ASSIGNED SERVICES
. MILE/TIME/UNIT/SVC                . PAYMENT AMT
. MTU INDICATOR                     . ALLOWED SERVICES
. SUBMITTED CHRGS


   TAB TO DATA ELEMENT; PRESS ENTER

F1 : Help                  F3 : Exit
```

**Using the Selection Criteria Screen**

This screen enables you to specify a data element that the system uses to provide you with a meaningful report.

Press **Tab** to the data element.

The cursor is positioned at *PROCEDURE CODE*, which the example uses as the data element.

Press **Enter**

and the system displays a second *Selection Criteria Screen* with the cursor positioned at the *EQUALS* field.

---

**Selection Criteria Screen**

---

◦EQUALS                    ◦NOT EQUAL                    ◦LESS THAN OR EQUAL

  ◦GREATER THAN OR EQUAL          ◦RANGE

---

**IF PROCEDURE CODE**

  **Tab to Operator and Press ENTER**

**F1 : Help**              **F3 : Exit**

---

**Using the Selection Criteria Screen**

This screen enables you to select the mathematical ***operator*** that the system uses to test a data element against a value.

Press `Tab` to the operator.

**Note:**  If you use the operators ***EQUALS*** or ***NOT EQUAL***, you can type more than one value. ***RANGE*** enables you to type a lower and upper limit.  The two remaining operators allow you to type a <u>single</u> value.

The cursor is positioned at the ***EQUALS*** field, which the example uses as the operator.

Press `Enter`

and the system displays the *Value Screen* with the cursor positioned at the <u>blank</u> field in the upper left hand corner of the screen.

---

```
                                    Value Screen
99201___    _____    _____    _____    _____
_____    _____    _____    _____    _____

ENTER 1 TO 10 VALUES
_____



IF PROCEDURE CODE EQUALS




   Enter Value(s) and Press Enter

F1: Help                        F3: Exit
```

**Using the Value Screen**

This screen enables you to select one or more values (up to 10) that the system uses to select your data.

For a single value, type the data at the first blank field.

For more than one value, press **Tab** from blank field to blank field and type the values.

The example uses the Procedure Code *99201*.

Type *99201*
Press **Enter**

and the system displays the *Continue Selection Criteria Screen* with the cursor positioned at the *AND* field.

**Continue Selection Criteria Screen**

○ **AND**                                                        ○ **OR**

○ **END**

**AND/OR – for additional selection criteria**
**END     - to complete query**

---

**IF PROCEDURE CODE EQUALS 99201**

  **Tab to Connector and Press Enter**

**F1: Help                    F3: Exit**

**Using the Continue Selection Criteria Screen**

This screen enables you to <u>connect</u> additional criteria to further refine your selection of the data.

Press `Tab` to the connector.

To complete the selection criteria (and for the example)

Press `Tab` to *END**
Press `Enter`

and the system accepts the selection criteria for your report and displays the *Year Selection Screen* with the cursor positioned at the **YEAR:** prompt.

**\*** If you use *AND* or *OR*, the system enables you to add selection criteria.

```
                              Year Selection Screen

        YEAR: 2001



        ENTER THE YEAR OR LEAVE BLANK FOR ALL YEARS

_____

IF PROCEDURE CODE EQUALS 99201








F1: Help                    F3: Exit
```

**Using the Year Selection Screen**

This screen "pops down" over the *Selection Criteria Screen* and enables you to type the year(s) for your report.

> **YEAR:** Specifies the year(s) for which you request data.
>
> Type the four-digit year for a single year or leave the prompt blank for all years.
>
> The example uses the year 2001.
>
> Type *2001*
> Press Enter
>
> and the system displays the *Selection Confirmation Screen*.

<div style="border:1px solid">

**Selection Confirmation Screen**

**The system has built the following selection criteria:**
**File in use: CARRIER PROCEDURE SUMMARY FILE**

**IF PROCEDURE CODE          EQUALS          99201**

**IF YEAR= 2001**

_____

**Press ENTER to Continue**

**F1: Help**                    **F3: Exit**                    **F6: Rebuild**

</div>

**Using the Selection Criteria Confirmation Screen**

This screen enables you to confirm that the data the system is using to generate your report is correct.

If the system displays the correct information,

Press Enter *

and the system displays the *Report Selection Screen* with the cursor positioned at the TABULATE field.

If the information is incorrect, press F6 and rebuild the information,

*          If you press Enter, you **cannot** press F6 to *rebuild* the information.

---

**Report Selection Screen**

   ◦ **TABULATE**

   ◦ **STATISTICS**

   ◦ **LIST SELECTED FILE**

   ◦ **FREQUENCIES**


      **TAB TO REPORT TYPE AND PRESS ENTER**

**F1: Help**                        **F3: Exit**

---

**Using the Report Selection Screen**

This screen enables you to select a report type.

- TABULATE (the most commonly-requested report), which arranges the totals and/or averages of user-specific row and/or column data elements.

- STATISTICS, which provides a total for each summary data element. (See Attachment C for an example of output.)

- LIST SELECTED FILE, which provides a list of data at the user file summary level. (See "User Extract Matrix."  In addition, refer to Attachment D for an example of output.)

- FREQUENCIES, which provides frequencies and percentages weighted by total services for any value in the summary level data elements. (See Attachment E for an example of output.)

Press `Tab` to the type of report you want the system to generate and press `Enter`.  For the example, the cursor is positioned at TABULATE.

Press `Enter` and the system displays the *Summary Data Elements Screen* with the cursor positioned in the upper left hand corner of the screen.

---

```
┌──────────────────────────────────────────────────────────────────┐
│                  Summary Data Elements Screen                      │
│                                                                    │
│                              x  ALLOWED CHRGS                      │
│                                                                    │
│                                 DENIED SERVICES                    │
│                                                                    │
│                                 DENIED AMT                         │
│                                                                    │
│          TOTAL SERVICES             ASSIGNED SERVICES              │
│                                                                    │
│          MILE/TIME/UNIT/SVC         PAYMENT AMT                    │
│                                                                    │
│                              x  ALLOWED SERVICES                   │
│                                                                    │
│          SUBMITTED CHRGS                                           │
│                                                                    │
│                                                                    │
│       SELECT SUMMARY DATA ELEMENTS BY PLACING X NEXT TO THEM       │
│                                                                    │
│            F1: HELP                   PRESS ENTER TO CONTINUE      │
│                                                                    │
└──────────────────────────────────────────────────────────────────┘
```

**Using the Summary Data Elements Screen**

This screen enables you to select data elements that the system uses to summarize the data for your report.  The data elements displayed on this screen correspond to the summary data elements shown for extract file 7a in the "User Extract Matrix."

Press **Tab** to the data element(s). The example uses **ALLOWED CHARGES** and **ALLOWED SERVICES**.

Press **Tab** to **ALLOWED CHARGES**
Type **X**

Press **Tab** to **ALLOWED SERVICES**
Type **X**

Press **Enter** and the system displays the *Row/Column Design Screen* with the cursor positioned at the ROW 1 field.

| **Row/Column Design Screen** | |
|---|---|
| | **COL1** |
| | **COL2**                    ∘ ∘ |
| **ROW1**                **ROW2** | |
| ∘ | |
| ∘ | |
| ∘ | |
| ∘ | |

**Row totals:** _    **Column totals:** _        **Mean:** _

**PRESS ENTER TO SELECT ROW 1 DATA ELEMENT**

**F1: Help**                              **F3: Exit**

**Using the Row/Column Design Screen**

This option enables you to design a report that arranges the information according to your specifications.

**Note**:  Each time you specify a data element for the Rows and Columns, the system revises the Design screen and displays your selections.

You **must** specify a data element for ROW 1.  Selections for ROW 2 and COLUMNS 1 and 2 are optional.  If you do not want to specify a data element in ROW 2 and/or COLUMNS 1 and 2, you must select NO DATA ELEMENT to enable the system to leave the header (title) blank.

**ROW 1:**  Enables you to specify a data element.

Press Enter and the system displays the *Row/Column Data Elements Screen* with the cursor positioned at the first field in the list of data elements.

```
                        Row/Column Data Elements Screen

◦ PROCEDURE CODE            ◦                      ◦
◦ REGION                    ◦                      ◦
◦ CARRIER                   ◦                      ◦
◦                          ◦                      ◦
◦                          ◦                      ◦
◦ MTUS INDICATOR            ◦                      ◦
                            ◦ YEAR



 |                           |
 |                           |
 |                           |


      Row totals: _    Column totals: _        Mean: _

Tab to Data Element and Press Enter to Select ROW 1 Data Element

              F1: Help                      F3: Exit
```

**Using the Row/Column Data Elements Screen**

This screen enables you to select a data element for ROW 1.  The data elements correspond to the summary level data elements for file 7a in the "User Extract Matrix".

Press ⌷Tab⌷ to the data element you want for the first row.

The example uses the data element *CARRIER*.

Press ⌷Tab⌷ to *CARRIER*
Press ⌷Enter⌷

and the system revises the *Design Screen*, inserts the data element name at the ROW 1 field, and positions the cursor at the ROW 2 field.

| Row/Column Design Screen | | |
|---|---|---|
| | COL1 | |
| | COL2 | ○ ○ |
| CARRIER       ROW2 | | |
| ○ | | |
| ○ | | |
| ○ | | |
| ○ | | |
| Row totals: _    Column totals: _       Mean: _ | | |
| PRESS ENTER TO SELECT ROW 2 DATA ELEMENT | | |
| F1: Help                      F3: Exit | | |

## Using the Row/Column Design Screen

**ROW 2:** Enables you to specify a data element.

Press Enter

and the system displays the *Row/Column Data Elements Screen* with the cursor positioned at the first of the remaining fields in the list of data elements.

```
                    ROW/COLUMN DATA ELEMENTS SCREEN
◦ PROCEDURE CODE            ◦                        ◦
◦ REGION                    ◦                        ◦
◦                           ◦                        ◦
◦                           ◦                        ◦
◦                           ◦                        ◦
◦ MTUS INDICATOR            ◦                        ◦
                            ◦ YEAR                   ◦
                            ◦ NO DATA ELEMENT


    Row totals: _    Column totals: _         Mean: _

TAB TO DATA ELEMENT AND PRESS ENTER TO SELECT ROW 2 DATA ELEMENT

            F1: Help                      F3: Exit
```

**Using the Row/Column Data Elements Screen**

This screen enables you to select a data element for ROW 2.

Press `Tab` to the data element you want for the second row.

**Note**:  The system has removed the name of the first data element (in this example, CARRIER) from the list.

The example uses *NO DATA ELEMENT*.  If you use **NO DATA ELEMENT**, the system leaves the header (title) of the field <u>blank</u>.  This rule applies to all Column and Row fields *except* Row 1.

Press `Tab` to **NO DATA ELEMENT**
Press `Enter`

and the system revises the *Design Screen*, leaves the header blank at the ROW 2 field, and positions the cursor at the COLUMN 1 field.

| Row/Column Design Screen | |
|---|---|
| | **COL1** <br> **COL2** . . |
| **CARRIER** <br><br> . <br> . <br> . <br> . | |

Row totals: _    Column totals: _    Mean: _

**PRESS ENTER TO SELECT COL 1 DATA ELEMENT**

F1: Help                                F3: Exit

## Using the Row/Column Design Screen

**COLUMN 1:** Enables you to specify a data element.

Press `Enter`

and the system displays the *Row/Column Data Elements Screen* with the cursor positioned at the first field on the list of data elements.

```
                    ROW/COLUMN DATA ELEMENTS SCREEN
. PROCEDURE CODE          ∘                    ∘
. REGION                  ∘                    ∘
.                         ∘                    ∘
.                         ∘                    ∘
.                         ∘                    ∘
. MTUS INDICATOR          ∘                    ∘
.                       ∘ YEAR                 ∘
                        ∘ NO DATA ELEMENT




    Row totals: _    Column totals: _         Mean: _

TAB TO DATA ELEMENT AND PRESS ENTER TO SELECT COL 1 DATA ELEMENT

            F1: Help                      F3: Exit
```

**Using the Row/Column Data Elements Screen**

This screen enables you to select a data element for COLUMN 1.

Press [Tab] to the data element you want for the first column.

Again the example uses **NO DATA ELEMENT**.

Press [Tab] to **NO DATA ELEMENT**
Press [Enter]

and the system revises the *Row/Column Design Screen*, leaves the header blank at the COLUMN 1 field, and positions the cursor at the COLUMN 2 field.

| Row/Column Design Screen | |
|---|---|
| | **COL2**                                **. .** |
| **CARRIER**<br><br>.<br>.<br>.<br>. | |

**Row totals:** _    **Column totals:** _         **Mean:** _

**PRESS ENTER TO SELECT COL 2 DATA ELEMENT**

**F1: Help**                              **F3: Exit**

**Using the Row/Column Design Screen**

**COLUMN 2:** Enables you to specify a data element.

Press Enter

and the system displays the *Row/Column Data Elements Screen* with the cursor positioned at the first field on the list of data elements.

```
                    ROW/COLUMN DATA ELEMENTS SCREEN
◦ PROCEDURE CODE            ◦                        ◦
◦ REGION                    ◦                        ◦
◦                          ◦                        ◦
◦                          ◦                        ◦
◦                          ◦                        ◦
◦ MTUS INDICATOR            ◦                        ◦
◦                           ◦ YEAR                   ◦
                           ◦ NO DATA ELEMENT



┌───────────────────────────────────┬─────────────────────────────────┐
│                                    │                                 │
│                                    │                                 │
│                                    │                                 │
└───────────────────────────────────┴─────────────────────────────────┘

      Row totals: _    Column totals: _        Mean: _

TAB TO DATA ELEMENT AND PRESS ENTER TO SELECT COL 2 DATA ELEMENT

          F1: Help                      F3: Exit
```

**Using the Row/Column Data Elements Screen**

This screen enables you to select a data element for COLUMN 2.

Press [Tab] to the data element you want for the second column.

Again, the example uses **NO DATA ELEMENT**.

Press [Tab] to **NO DATA ELEMENT**
Press [Enter]

and the system revises the *Row/Column Design Screen*, leaves the header blank at the COLUMN 2 field, and positions the cursor at the **Row totals:** field.

| Row/Column Design Screen | |
|---|---|
| | . . |
| **CARRIER** | |

Row totals: _     Column totals: _          Mean: _

**TYPE X FOR ROW AND/OR COLUMN TOTALS AND/OR MEAN AND PRESS ENTER**
**OR PRESS ENTER TO CONTINUE**

F1: Help                          F3: Exit

### Using the Row/Column Design Screen

This screen enables you to complete your entries and generate your report with summary totals. The system prompts you to specify any additional totals and/or means (averages) you want to include on the report.

Press **Tab** to select any or all of the three fields you want the system to use to generate the additional totals for your request. Type **X** at each field you choose. The example does not use row or column totals or a mean.

Press **Enter**

and the system displays the *Running.... Please Wait Screen*, completes the tabulations, and displays the first page of the report.

```
COMMAND =>
                  RUNNING.... PLEASE WAIT
```

## Using the Running.... Please Wait Screen

This *view-only* screen informs you that the system is generating your report.

After the system runs the report based on the example, the system displays the first page of the report as shown below.  Because the report spans 132 positions, the system can display only portions of the report.  To view other parts of the report, use the *Output Report* instructions detailed on the following page.  **The system does _not_ display the Output Report instructions as a _screen_.**

```
COMMAND =>
1                                          CARRIER PROCEDURE SUMMARY
                                            PROCEDURE CODE EQUALS 9

                                                      YEAR = 2001


                                                        ALOWCH

                                                          SUM

                               CARRIER

                               00510                       3871

                               00511                       5737

                               00512                       3682

                               00520                       3301
```

**Screen Display for the First Page of the Report**

Please take special note of the screen shown below.  Remember, the system **does _not_ display** the instructions for scrolling the cursor in the Output Report window.  This screen is presented in the User's Guide for instructional purposes only.

```
                                    BESS

TO SCROLL IN THE OUTPUT WINDOW, USE THE FOLLOWING FUNCTION KEYS:
               F3      - EXIT
               F7      - SCROLL UP          F8      - SCROLL DOWN
               F10     - SCROLL LEFT        F11     - SCROLL RIGHT

TO SCROLL POSITIONALLY IN THE WINDOW, USE A COMBINATION OF TEXT AND/OR THE F KEYS
AT THE COMMAND PROMPT.  FOR EXAMPLE,

               COMMAND>  TOP (PRESS ENTER TO GET TO THE TOP OF REPORT)
               COMMAND>  BOTTOM (PRESS ENTER TO GET TO BOTTOM OF REPORT)

               COMMAND>  5   (PRESS F11 TO SCROLL SCREEN 5 POSITIONS TO THE
                 RIGHT OR F10 TO SCROLL SCREEN 5 POSITIONS TO THE
                    LEFT)
               COMMAND>  10 (PRESS F8 TO SCROLL 10 LINES DOWN THE SCREEN OR
                    F7 TO SCROLL 10 LINES UP THE SCREEN)

IN ADDITION, THE SYSTEM DISPLAYS THE ACTUAL REPORT PAGE NUMBER IN THE UPPER RIGHT
HAND CORNER OF THE SCREEN.  TO DETERMINE THE NUMBER OF PAGES IN THE REPORT, GO TO
THE BOTTOM OF THE REPORT AND LOOK IN THE UPPER RIGHT HAND CORNER OF THE LAST
PAGE.
```

**Scrolling the Cursor in the Output Window**

After you have completed reviewing the report,

Press ⌷F3⌷

and the system displays the *Output Option Screen* with the cursor positioned at the **REMOTE PRINTER LOCATION:** prompt.

```
                              Output Option Screen

REMOTE PRINTER LOCATION: __
(example: 00)


Local printer location: _____
(example : LU086232)



File where output is to be directed: _____
(example : .@accounting.MYFILE)


Accounting is the @ sign followed by the 4th through 10th
positions of your logon account number.  MYFILE is whatever you want to designate, but cannot be more
than 8 positions.  The system will append your USERID as the first qualifier of the dataset name.



TAB TO OUTPUT OPTION, ENTER VALUE, AND PRESS ENTER

F1: Help                  F3: Exit
```

### Using the Output Option Screen

You may select one of the options from this screen if you want to print the report or save it to a file.
If you are saving a report to a file, the system will retain the file for 14 days.

**Note**:   Each time you return to this screen, you can direct your output to a different location or file.

Press **Tab** to the option you want to use.

Type *your input* and

Press **Enter** or

Press **F3** to exit.

---